

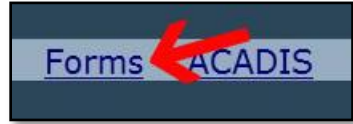


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HOW TO COMPLETE AND SUBMIT AN SFST PROFICIENCY:

-Go to the South Carolina Criminal Justice Academy's website (www.sccja.sc.gov)

-From the SCCJA homepage, click **"Forms"**.



-Scroll down to the Traffic Safety section. Click on "SFST Proficiency Form".



-The Standardized Field Sobriety Test Proficiency form will open in the window. **Fill out all the fields.**

-Click "Submit". Also click "Print Form" and print two (2) copies (**One for the officer and one for the instructor**).



-Once the form has been submitted, please notify the officer so that they may complete the online renewal process. (They will need to know the date that the form was submitted).

-REMEMBER, the officer only has **2 weeks** from the online completion of the SFST Recertification course to complete a proficiency. The instructor has an additional **1 week** to get the proficiency form submitted.